

Vacancy Announcement Program Quality Officer (Open for Myanmar nationals only)

Who are we?

An international organization supporting development and humanitarian aid in Myanmar. It is a leading feminist organization working towards social justice, gender equality and poverty eradication. Its approach, in partnership with local and national organizations, is building capacity among youth and supporting them to work for the community for short and long-term development for their own community. One of its main programs is investing in participatory community development that includes multi-sector, multi-level engagement and support such as on livelihood, health, education, women's rights, and prevention of gender-based violence, disaster risk reduction and climate change adaptation, etc.

Role Overview

The PQ Officer will coordinate the delivery of Monitoring, Evaluation and Learning (MEL) activities, knowledge management and reporting. Under the direction of PQ Manager, he/she will support the development and implementation of the program's MEL framework and Plan, reporting and learning events. The PQ Officer will support the programme teams in compiling evidence, data and information for performance management and learning. The PQ Officer will be responsible for combining organisation monitoring data and upload to Database Management System (DMS); review monthly achievement in terms of case studies and provide training and support to PQ Coordinator and Manager when necessary. The Officer will coordinate MEL activities including external consultants across multiple projects and will act as project MEL focal.

What We Offer

- Contract duration – until end of Dec 2024 (possible to extend)
- Location – Yangon (travel to project areas if necessary)
- Compensation – Basic pay starting from 618 USD per month + other Benefits (Salary is negotiable depending on qualification and level of experience)

Key Accountabilities / Responsibilities

Implement PQ (Monitoring, Evaluation and Learning) System

- Support development and implementation of MEL Plan.
- Ensure that partners' views and needs are met by making MEL system more participatory.
- Closely work with Programme Quality manager, coordinator, and project managers for continuous MEL supports and donor reporting.
- Responsible for organizing project activities data and make sure that MEL databases are timely updated, cleaned, aggregated and then confidentiality protected where appropriated.
- Collect feedback to/from various stakeholders on programme monitoring data and analyses.
- Review and provide advice related to log frames and indicators, MEL Framework and MEL Plans to project teams and partners.
- Contribute to establishing reporting formats and obtaining periodic report procedures.

- Ensure complaint and feedback mechanisms are in place.
- Fully participate in programme design and proposal development.

Implementation of monitoring, evaluation and learning activities

- Organise and facilitate technical meetings on MEL and provide ongoing technical assistance for MEL activities for the projects implementation.
- Ensure monitoring and evaluation systems and tools, data collection, entry, cleaning and storage are appropriately implemented by staff and partners.
- Undertake data compilation related to MEL and identify where adaptations might be needed.
- Support on development and implementation of baseline/midline/endline studies and internal evaluations.
- Support in developing TORs for MEL surveys, mid-term and final project evaluations.
- Coordinate and work with external evaluations.
- Support the identification of case studies and lessons learnt and contribute to the dissemination of those lessons and best practices within the programmes, with partners and other stakeholders, and across the organisation.
- Document key lessons learnt out of monitoring and evaluation.
- Assist Project Managers in project progress reports and training reports, as per the contractual requirement.

Data collection and analysis

- Coordinate the monthly project or activity data collection, compilation and analysis.
- Coordinate other monitoring activities as required.
- Support the development of data collection tools and methodology as required by the project design.
- Support quality assurance of data and information collected.
- Conduct survey, interviews and FGDs for MEL or research purpose, including setting up operational arrangements as required.
- Support the management of the programme's Data Management System, in particular data or information related to programme/project performance results.
- Liaise with programme staff and key partners to gather information/data related to program activities, for example programme stories.
- Collate and analyse information to support effective programme performance monitoring and reporting.
- Manage and implement agreed activities as scheduled.

Capacity Strengthening

- Train and review projects staffs, and partners, on internal MEL systems and needs - provide advice as required.

- Support the capacity strengthening and evaluation of partner's MEL systems and tools.
- Provide technical assistance and support to project staff and partner organisations in the development, management and socialisation of MEL systems and tools.

Reporting and Learning

- Support documentation of project activities, processes, emerging models, case studies and lessons learned.
- Documents learning at various program levels and shares learning across the organisation and with other stakeholders where relevant.
- Work closely with PQ and programme team and coordinate internal reporting activities (e.g. monthly, quarterly, semi-annual and annual) and support quality assurance of reports, presentations, and other documentation purposes.
- Prepare and ensure timely submission of reports to the line manager.
- Support the program's review and reflection activities, including operational arrangements as required.
- Assist program team to understand the value of evidence-based reporting, the links between reporting requirements and quality of progress reporting.
- Develop and deliver internal reports (monitoring, research, program stories) as required.
- Handle any other relevant duties as may be assigned by line managers to improve program quality for organisation.

Education & Certifications

- University degree in fields of development or social sciences or any related field.

Essential Experience

- Minimum of 3 years' experience with planning and implementation of MEL system, processes and methods, databases and management of statistical.
- Significant experience analysing data and producing reports
- Advance level of data management using MS Excel, PowerBI and KOBO digital data collection tools
- Ability to adapt structure of the database and write appropriate interfaces (eg Microsoft Excel) for data entry and ensure data quality and security.
- Experience in training project staff in the use of database management software applications.
- Proficient in developing evaluation questionnaires.
- Experience in writing narrative reports such as project reports and evaluation reports and maintaining database design.
- Experience working with partner organisations – NGO's, CSOs and CBO
- Demonstrated experience in planning and providing training in Myanmar.
- Ability to think strategically and problem solve creatively.
- Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information.
- Experienced working across various thematic areas.
- Excellent inter-personal skills and ability to work as a team member.

- Ability and willingness to travel domestically as assigned.

English proficiency

- Intermediate proficiency in written and spoken English.

Competency required

- Technical Knowledge of MEL, Communication, Coordination, Innovation.

Personality trait

- Demonstrated organisational and time management skills, working in a team and the ability to work under pressure and to organize and manage workload to meet deadlines.

How to apply

Applicants should submit their application letter with updated CV with complete contact details, recent passport photo and 3 referees' contacts not later than **5:00pm, 21st May 2024** to the email address: recruitteam.hrmm@proton.me No requirement for photocopy of certificates.

Please mention **the position title you applied for** in the email subject.

Please note: Only short-listed candidates will be contacted for interview and the organization reserves the right to fill the post prior to the closing date if a suitable applicant is found beforehand. Internal applicants should inform their Line Managers of their application.

We promote equal opportunity in terms of age, gender, disability, religion, or ethnicity and encourage all qualified and interested candidates to apply.

By applying for any job in our organization, you accept to comply with Code of conduct and SHEA and Safeguarding Policies at all times.

Application Deadline: 21st May 2024